

# Violence & Injury Prevention Criteria #4

**Write a policy making the completion and submission of Student Injury Report (SIR) forms mandatory for all reportable\* injuries.**



**Definition:** The Student Injury Reporting (SIR) system is an important piece of the state's injury prevention efforts because it gives injury professionals accurate data regarding where, when, how and why students get hurt at school. As you write your policy, make these forms mandatory to complete and submit to the UDOH Violence and Injury Prevention Program. The data from these forms help schools identify problem areas and develop ways to reduce students' risk for injury. \*A reportable school injury is defined as one that causes the student to miss one-half day or more of school, or is serious enough to require treatment by a health care professional (ie. school nurse, MD, EMT, etc.). This includes injuries that happen going to or from school, during all school-related activities and anywhere on school property during normal school hours.

## **Resources:**

UDOH Violence and Injury Prevention

Kevin Condra

801-538-6141

kcondra@utah.gov

School Injuries Overview

<http://www.health.utah.gov/vipp/schoolInjuries/overview.html>

Local Health Departments

Get SIR forms by calling 801-538-6141.



# Assignments

---

## **School Coordinator Assignments**

- Get SIR forms from the UDOH Violence and Injury Prevention Program (VIPP)
- Assign one or two staff members to oversee that your school completes and submits the forms
- Review the school's current policy
- Write a policy or improve the current one
- Revise policy if necessary and submit to principal for endorsement
- Promote policy awareness among faculty, staff, students, and parents
- Contact the UDOH VIPP and let them know your school has a policy for student injury reporting



# Violence & Injury Prevention #4 Ideas

---

- Include SIR duties as a job responsibility for staff members who oversee reporting
- Develop a timeline to complete and submit all SIR forms to the UDOH Violence and Injury Prevention Program for processing
- Review completed forms on a regular basis to determine problem areas
- Develop ways to prevent injuries based on the data you **have collected**